

## ROLE PROFILE

<b>General Details</b>	
<b>Job Title</b>	<b>Vice Principal – Finance &amp; Resource</b>
<b>Vacancy Number</b>	<b>VN</b>
<b>Department</b>	<b>College Leadership Team</b>
<b>Reporting to</b>	<b>Deputy CEO</b>
<b>Responsible for</b>	<b>Business Support Functions</b>
<b>Place of work</b>	<b>Telford College</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>Full time</b>
<b>Salary</b>	<b>Circa £90k</b>
<b>Terms &amp; Conditions</b>	<b>Management</b>
<b>DBS</b>	<b>Subject to an Enhanced DBS Disclosure</b>
<b>Closing Date</b>	
<b>Interview Date</b>	

### The role

The Vice Principal is a member of the College Leadership Team reporting directly to the Deputy CEO. The role is to provide a clear vision of an inclusive, high performing, values-driven College in line with Telford College’s strategic plan objectives.

The role is accountable for the strategic leadership, development, and direction of business support functions across the College.

### Main duties and responsibilities

The successful applicant will be expected to:

- Work with the Governors and the Executive Leadership Team in developing and delivering the College’s strategic ambitions, priorities, and key performance indicators
- Work with the Executive Leadership Team to establish effective, pro-active, and flexible planning and implementation to deliver the College’s strategic priorities and achieve College targets
- Work collaboratively with other senior colleagues in the development of new business models and new business opportunities
- Be accountable for the strategic leadership, development, and direction of business support functions across the College, including Finance, HR, MIS, Student Services, Estates, IT & Digital and marketing
- Be a role model in maintaining a positive culture that embeds the College’s values through highly effective communication processes, and ensures that students and staff feel valued, safe and supported
- Position the College as a positive, proactive, and open partner, for the good reputation of the College with internal and external stakeholders, partners, providers and community groups, exploiting opportunity to further the ambitions of the College

- Ensure that the College is aware and quickly adapts to changes in national priorities and new opportunities.
- Lead the development of plans, policies and procedures for all areas within scope of the post and ensure compliance across the College
- Represent the College positively and effectively in external partnerships and networks as agreed with the Executive Leadership Team
- Provide expert advice to Governors and the Executive Leadership Team in interpreting stakeholder policy (including Local Authorities, Government and funding agencies) for all areas within scope of the post
- Agree, monitor and manage all budgets within scope of the post so that financial targets are met, and efficiencies are maximised
- Provide accurate and timely reports to the Executive Leadership Teams and Governors in line with the business cycle for all areas within scope of the post
- Demonstrate exemplary communication practices and ensure that individuals in teams within own areas of responsibility are supported to maximise their effectiveness through continuing professional development
- Undertake rigorous self-assessment of all areas within scope of the post and raise standards through pro-active quality improvement
- To articulate the College's voice and values appropriately with all relevant stakeholders whilst building strong partnerships that benefit the College, its students, staff, employers and the wider community.
- Interpret and continually assess the complex funding environment and its impact in order to present proposals for proactive and strategic decisions.
- To provide positive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to the College and the achievement of high standards of performance.
- Be an active contributor to a College-wide culture which actively promotes equality, diversity and inclusion in line with statutory requirements and best practice.
- Ensure the Corporation and its committees receive timely and accurate information to enable the effective oversight of College activities and risk management in order to properly discharge its responsibilities.

### **General and college responsibilities**

- All employees have a general duty in law to take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the college's Health & Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other college requirements that are relevant to their post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.

- Promote equality and diversity in the workplace and set the tone for behaviour between colleagues.
- Comply with the requirements of the college's Safeguarding Policy to safeguard and protect the welfare of children and vulnerable adults.
- Participate in the college performance development review programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the college and departmental plan and service standards.
- Effective performance management and appraisal of all staff within the post holder's area of responsibility and manage the process of probation of new staff. Act on the outcomes and link to training and development plans.
- Ensure effective development and training of all staff within the post holder's area of responsibility ensuring individual occupational competence is maintained to support the college aspirations to move to outstanding.
- Participate as required in college-wide activities such as duty manager rotas, marketing activities and staff and student events.
- The duties outlined above are the key duties associated with this role. The post holder may be required to carry out other duties commensurate to the role instead of and/or in addition to those stated.

*This role profile is current as the date shown. In consultation with the post holder, it is liable to variation to reflect changes in the job.*

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent professional qualification	✓	
Qualified Accountancy Qualification	✓	
Recognised management qualification		✓
Thorough understanding of funding methodologies and related data requirements	✓	
Clear understanding of college curriculum funding methodologies	✓	
Knowledge of the issues associated with estates management and accommodation strategies		✓
Experience of implementing digital innovation strategies, in particular in VR/AR		✓
Understanding of the key principles of marketing and communication strategies		✓
Understanding of student services functions and strategies to continuously improve the student experience		✓
Clear understanding of the principles of human resources management and employment legislation		✓
Detailed understanding of the principles and associated legislative requirements of health and safety		✓
Extensive knowledge of all current financial and statutory accounting standards	✓	
Knowledge of taxation, treasury management, insurance, and risk management		✓
Successful senior leadership and management of finance and other functions	✓	

Proven track record of setting and achieving objectives	✓	
Proven track record of leading transformational change	✓	
Successful financial and budget management	✓	
Proven track record of highly effective collaborative work with colleagues	✓	
Strong and energetic commitment to driving and delivering continuous quality improvement	✓	
Strong, flexible, and positive team player	✓	
Excellent problem solving and decision-making skills	✓	
Excellent written and verbal communication skills	✓	
Effective ability to organise and plan	✓	
High level ability to think and work strategically internally and externally	✓	
Understanding of safeguarding agenda and the willingness to continually increase knowledge	✓	
High levels of ethical and professional standards, personal integrity and confidentiality	✓	
Suitability to work with children and/or vulnerable adults	✓	
An understanding of and commitment to diversity and equality of opportunity	✓	
Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓	

Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓	
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### **ADDITIONAL INFORMATION**

#### **Conditions of appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College’s policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

#### **Equality and diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

#### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

#### **Location**

The post holder will be required to carry out their duties on the College premises.

